



POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF CURRICULUM, ASSESSMENT AND ACCOUNTABILITY
PLANNING BRANCH

October 28, 2016

POSITION TITLE: Education Program Specialist I, High School Assessment Specialist

POSITION NUMBER: 089362 (JobAps #16-005055-0018)

SALARY: State Salary Grade 21
Annual Salary Range: \$60,543 - \$97,203

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position responsible for providing technical assistance for the high school level assessments (HSAs) as part of the Maryland Assessment Program.

DUTIES AND RESPONSIBILITIES: Plans the development process for the High School Assessments, identifying required tasks and resources; directs the implementation of activities in the Maryland State Department of Education (MSDE)/Vendor timeline for the development, administration, scoring, and reporting of results for the HSA; tracks the progress of work performed by Division of Curriculum, Assessment, and Accountability (DCAA) personnel and contractors to ensure deadline compliance for tasks and milestones pertaining to the five HSA annual development, administration, scoring, and reporting cycles; coordinates and leads weekly conference calls; develops and disseminates communications regarding HSA testing; presents pertinent information at Local Accountability Coordinator (LAC) meetings; responds to inquiries from stakeholders including parents, local school system and MSDE staff; tracks expenditures and approves invoices in accordance with the billing schedule for the HSA Project.

MINIMUM QUALIFICATIONS: **EDUCATION:** Possession of a Master's Degree or equivalent 36 credit hours of post-baccalaureate course work from an accredited college or university.

EXPERIENCE: Four (4) years of professional experience in or affiliated with an education program; this experience to include two years coordinating or administering an education program or services directly related to the position.

NOTE:

1. Two years of additional experience as defined above may be substituted for the Master's Degree.
2. Possession of a Doctorate in a field related to the position may be substituted for one year of the experience requirements.

ESSENTIAL REQUIREMENTS: Knowledge of educational assessment programs; knowledge of online educational assessment; skill in providing technical guidance to internal and external teams; skill in managing multiple timelines and deadlines simultaneously; skill in using computer technology; ability to maintain day to day knowledge of all plans, activities, and status of projects and issues; ability to analyze complex program issues and to recommend solutions; ability to maintain effective working relationships with internal and external teams; ability to communicate clearly and effectively, both orally and in writing.

PROCEDURE FOR APPLICATION:

To apply for this position online go to MSDE Jobs on JobAps (or complete an MSDE Application on marylandpublicschools.org). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for - **Education Program Specialist I, High School Assessment Specialist #089362 - JobAps #16-005055-0018**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

Applications should be received by November 11, 2016 - Open Until Filled.